



**HMIS Oversight Committee**  
**Wednesday January 16, 2019**



Present: Camille Mariategue, Nic Ming, Melissa Sutton Dement, Patrick Crosby, Colleen Budenholzer, Teddie Pierce, Andrew Wicker, Juliana Juarez, Mike Keller

**1. Welcome and Introductions**

**2. Committee Administrative Business**

- Next Meeting: Wednesday February 20, 9-11AM at EveryOne Home (101 Callan, Suite 230)
- Point In Time Shelter Count and HIC are coming up

**3. Finalize Workplan**

- Approve attached workplan to send to HUD CoC?
  - Ideally we would want to have more time definition, what will happen quarter 1, 2, 3, 4
  - Jessie will go through the work plan and indicate which parts are dependent on the assessment/project entry structure question
  - HMIS work plan will go to CoC in March.
  - Make review of work plan a standing topic on the HMIS Oversight agenda

**4. Services Framework**

- Next Steps
  - Services work group to continue meeting to finalize services framework that includes the financial tracking. Share with program managers and incorporate their feedback
  - Bring framework to Funder's collaborative to fine tune, etc.
  - Build out will take time (# of services x 80 agencies)
  - Intentions: this plan will require intensive training, desire to have canned report to simplify reporting, no retroactive data entry

**5. Document Upload Structure**

- Description of problem and challenges
- Next Step: working group
  - i. Need definitions: what documents go where?
  - ii. What documents are we collecting? can we shut categories off? Lots of testing and exploration is needed.
  - iii. Could we configure document readiness as a service that is indicated once documents have been reviewed? And then, could we user referral function to flag a client for compliance review?

**6. Training**

- Draft memo: Jessie will distribute with request for edits.
- Update on Robert's follow up with Linda Gardner

**7. Assessment vs Enrollment Structure**

- Summary of call with BitFocus: Trevor, Juliana, Patrick, and Teddie
- Next Steps

**8. Updates**

- Licenses & training updates can be found on page 5
- Agency onboarding updates can be found on pages 6-7

## HMIS Team Workplan

<i>What</i>	<i>Q1 Status/Notes</i>	<i>Q2 Status/Notes</i>	<i>Q3 Status/Notes</i>	<i>Q4 Status/Notes</i>	<i>Start Date</i>	<i>Deadline</i>
<b>Coordinated Entry</b>						
Document upload and document readiness reporting	Finalize document upload structure in Q1 and train	Full implementation and use!				
Housing Plan/Goal Plan	Items in Orange are paused pending exploratory work and decision making related to the reporting capabilities enabled through assessments vs the HUD project entry structure.					
Housing Preferences Assessment						
Housing Status update						
DV provider integration						
Tool to track matching (i.e. dates, resource, accepted/declined)						
Contact attempts to support active/inactive status						
Housing Crisis Assessment						
Expand BNL matching report to include additional eligibility criteria						
Resource inventory and live capacity display (how many shelter beds, etc.)	explore piloting attendance module at EOCP	Pilot	Discuss/evaluate pilot	Expand pilot?		
Referrals to available resources driven by eligibility	Berkeley group will begin by documenting inventory and eligibility criteria at the provider level					
AC Care Connect special assessment and report to eliminate companion spreadsheets						
<b>Training</b>						
Expanding learning opportunities for new users (2-4x per month)	HMIS Oversight to pursue resources for training support.					
Expand learning opportunities for existing users to include special topics, data quality, custom reporting, etc						
Develop Clarity user guide						
More accessible P&S training (online or train the trainer)						
Written training materials						

<b>Communications</b>						
HMIS website update and upkeep	X	X	X	x		
news updates (new tools, procedures, policies)	X	X	X	x		
ticketing system	X	x	X	X		
HMIS Lead to CoC						
<b>Onboarding and licenses</b>						
Onboarding new agencies- esp Emergency Shelters and PSH (4 per quarter or more)	X	X	X	x		
Buy and configure licenses to keep pace with user demand	Memo sent to Linda and Riley (12/19) with CoC Committee's recommendation.					
Looker licenses (is this HMIS Oversight role to develop policy?)						
Develop and implement agency manager role		X	X	X		
Onboard new users	X	X	X	x		
<b>Data Migration</b>						
Complete data migration from service point	Complete during Q1					
<b>Data Integration, Analysis, and Reporting</b>						
Data integration with outside sources (i.e. SHIE, SSA, etc)						
Outreach location reporting						
Statewide HMIS						
Data sharing guides/policies (maybe this is HMIS oversight?)						
Demographic reports						
Reporting dashboards (RBA? Or something distinct from RBA?)						
<b>Project and Services Setup</b>						
Path and HRC Project Setup						
Project naming cleanup						
Funder Reporting: Care Connect						
Build standard services framework	Complete during Q1					
Custom/non-HUD required data collection						

<b>HMIS Administration and CoC HMIS Backbone</b>						
NOFA Application Support						
Annual Performance Support						
Longitudinal Systems Analysis			Q3 work	Q4 work		
Housing Inventory Chart	Q1 work!	Will submit to HUD in Q2				
Point in Time Count	Q1 work!	Will submit to HUD in Q2				
System Performance Measures	Q1 work!	Will submit to Hud in Q2				
Consolidated Annual Performance Report						
<b>Data Quality and Improvement</b>						
QI Plan						

## **Update on licensing and training**

### ***Licensing***

- Enterprise License: 294 of 330 assigned as of 1/8 (89%)
- Agency Manager with Looker: 35 of 50 assigned as of 1/8 (70%)
- System Admin: 6 of 6 assigned as of 1/8

### ***Training Schedule***

- Tuesday February 14 HMIS Privacy and Security Training (HCD)
- Tuesday February 14 Clarity New User Training (HCD)
- January 24, February 28: HMIS User Group Meeting (HCD)
- February 2019: Coordinated Entry Assessor Training (EveryOne Home)
- February 8 and February 22: Assessor virtual check in hours 11am-12pm via zoom

### ***Update from December Trainings***

- December 11 Privacy and Security Training: 13 attended out of 23 registrants; ROOTS 4 no-show, BOSS 1 no-show, SVDP 2 no-show, Abode 2 no-show, Shelter Inc 1 no-show
- December 11<sup>th</sup> Clarity New User Training: 31 attended out of 49 registrants

## **New Agency Onboarding (see p 6-7)**

HMIS Ticket #	Name of Agency	HMIS Point Person	Contact Person	Agency information/address	Meets baseline criteria	MOU Sent	MOU Returned	Site Visit	Status
HMIS-667, HCRS-55	APEB Oakland	Patrick	Shirley Gainey sgainey@apeb.org	1322 Webster Street Oakland, CA 94612					EOH sent form on 11/2
HCRS-49	Men Of Valor Academy	Patrick	Jerald K. Simpkins jksimpkins1@gmail	6118 International Blvd, Oakland, CA 94621(510) 567-1308	Yes				EOH sent form on 11/2. Realignment TH?
HCRS-38	Center Point Inc. Alameda Day Reporting Center	Andy	Wendy Fox – Rankin wfox@cpinc.org	3333 Telegraph Avenue Oakland CA 94609 (510) 496-5140					Jessie requested form, waiting for reply
HCRS-30	Downtown Streets Team	John	Julia Lang Julia@streetsteam.org Jade Milburn jade@streetsteam.org	22537 Main Street Hayward, CA 94541	Yes	10/5/2018	10/26/2018		MOU signed by EOH and HCD
	VA	Patrick	Caitlin Pugh/ Anna Berg / Masaki Hirayama		Yes				Existing MOU requested from HCD
HCRS-76	Tri-City Health	John	Andrew Navarro		Yes, see notes				CES subcontractor to Abode.
	Bananas	Patrick							EOH hasn't seen this request
HCRS-78	SSA	John	Andrea Ford						Form sent 11/2
HMIS-709; HCRS-29	Housing Consortium of the East Bay	Andy	Jacee Santos - jsantos@hceb.org	410 7th street #203 Oakland CA 94607	Yes	9/19/2018	9/25/2018		site visit complete, MOUs signed
HCRS-85	Family Bridges		Carrie Lau	168 11th St, Oakland, CA 94607	No				Homelessness is not an eligibility criterion
HMIS-245,	Anthem Blue Cross - CA	John	Ané Watts ane.watts@anthem.com	n/a	No				Referred to HCSA

HCRS-79	Medicaid Health Plan								
	STAIR Center				No				Not an agency. Already configured as a project.
HMIS-410, HMIS-741, HCRS-57	ROOTS	Trevor	Noha Aboelata, MD - drnoha@rootsclinic.org	9925 International Blvd, Oakland, CA 94603	Yes	8/29/2018	9/11/2018	9/25/2018	<b>Complete</b>
HMIS-747, HCRS-69	Shelter, Inc.	Trevor	Trudie Giordano trudie.giordano@shelterinc.org	1333 Willow Pass Rd., Suite 206 Concord, CA 94520 925.957.7573	Yes	9/17/2018	9/26/2018	10/11/2018	<b>Complete</b>
HMIS-589	Dorothy Day House	Andy	Jennifer Vasquez JVasquez@cityofberkeley.info	2180 Milvia Street, 2nd Floor Berkeley, CA 94704 510.981-5431	Yes	9/20/2018	10/11/2018		<b>Complete</b>